



# New Jersey Department of Environmental Protection Notice of Vacancy

Filling of this position is contingent upon further approval process

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**Title:** Administrative Analyst 3 - Information Systems

**Posting Number:** NHRDFW-2021-24

**Open to:** NJ State Employees

**Workweek:** NL (35-hour) Workweek

**Salary:** (P26) \$70,008.56 — \$99,596.69

**Opening Date:** 10/26/2021

**Closing Date:** 11/10/2021

**Existing Vacancies:** One (1)

**Program/Location:** Department of Environmental Protection  
Natural & Historic Resources  
Fish and Wildlife  
Office of Business Administration  
501 East State Street, 3rd Floor  
Trenton, NJ 08625

**Scope of Eligibility:** Open to permanent NJ State employees in a competitive title, who meet the requirements below.

**Description:** Under general supervision of an Administrative Analyst 4, Information Systems, or other supervisory officer in a state department or agency, performs the analysis and evaluation of internal operations, business practices, methods and techniques of the organization to determine optimal solutions and/or approaches to satisfy agency information technology (IT) business needs/initiatives; evaluates users' needs and recommends (IT) solutions; provides recommendations in support of the agency's business needs and IT goals and objectives; formulates and/or recommends IT policies and procedures; may function as project leader; does other related duties as required.

**Specific to the Position:** Oversees the implementation and maintenance of the Division of Fish & Wildlife's Electronic Licensing System (ELS). Serves as primary database administrator. Creates scripts and PL/SQL code to automate database functions, and assists with data retrieval for reporting, daily use, and application development as necessary. Maintains production application programs/program modules as necessary. Develops and maintains program documentation. May test and verify the function and performance of new software and changes to existing software.

**Preferred Skill Set:** Preference will be given to a candidate with a degree in Computer Science; background in management of IT systems and development; good oral and written communication skills.

## Requirements

**Education:** Graduation from an accredited college or university with a Bachelor's degree. NOTE: All U.S. degrees and transcripts must be from an accredited college or university. All foreign degrees and transcripts must be evaluated for accreditation by a recognized evaluation service by the closing date of this posting. Failure to provide documentation may result in ineligibility.

**Experience:** Three (3) years of experience in work involving the review, analysis, and evaluation of the administrative, business, and/or operational policies, procedures, practices, and processes and/or the technological requirements of an organization for the purpose of revising/enhancing existing information systems and/or developing/acquiring and implementing new IT solutions and services. NOTE: Applicants who do not possess the required education may substitute additional experience as indicated on a year for year basis with thirty (30) semester hour credits being equal to one (1) year of experience. A Master's degree in Public Administration, Business Administration, Computer Science, Information Technology, Software Engineering, Information Security, Network Administration, or Database Management from an accredited college or university may be substituted for one (1) year of the indicated experience.

**License:** Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

**Residency:** All persons newly hired on or after September 1, 2011 have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey subject to the provisions of N.J.S.A. 52:14-7 (L.2011, Chapter 70), also known as the "New Jersey First Act".

**Authorization to Work:** Selected candidates must be authorized to work in the United States per the Department of Homeland Security, United States Citizenship and Immigration Services regulations. **Note:** The State of New Jersey does not provide sponsorship for citizenship to the United States.

**Note:** Interviews will be granted based on the cover letter, resume and credentials submitted in response to this notice. Applicants may be required to provide a copy of their transcripts at time of interview. Selected candidate(s) shall not be serving a working test period at the time of the appointment. Please include the posting number in the subject of the e-mail when submitting your credentials.

**Veteran's Preference:** To qualify for New Jersey Veteran's Preference/status, you must establish Veteran's Preference through the Department of Military and Veterans' Affairs. Please submit proof of your Veteran's Preference along with your resume as indicated below. For more information, please visit <https://nj.gov/military/veterans/services/civil-service/preference/>

**Submit Letter of Interest, Resume and e-mail address by 4:00 PM on the Closing Date to:**

Amanda Burns

E-mail Address: [NHRDFW.Resumes@dep.nj.gov](mailto:NHRDFW.Resumes@dep.nj.gov)

**Posting Authorized By:** Phiroza Stoneback, Manager  
Division of Human Resources

**The New Jersey Department of Environmental Protection is an Equal Opportunity Employer and is committed to inclusive hiring and a diverse workforce. We strongly encourage people from all backgrounds to apply. Accommodations under ADA will be provided upon request.**